

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

### **SUPERVISING DISPOSAL SITE REPRESENTATIVE**

#### **DEFINITION:**

Under direction, to coordinate and direct fee collection activity at the City's landfill; and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

##### **As a second level supervisor over a fee collection unit:**

- Schedules and coordinates the work of fee collectors to ensure adequate staffing;
- Develops, recommends changes in, and provides training on new and/or revised work procedures, fee schedules, and policies;
- Responds to Council route slips and citizen complaints;
- Reviews statistical reports for completion and accuracy;
- Conducts inspection of commercial refuse vehicles;
- Prepares operational reports;
- Serves as liaison with cash register, data processing, and vehicle scale vendors;
- Evaluates changes in fee tracking and accounting software;
- Recommends changes in fee booth layouts;
- Directly supervises Senior Disposal Site Representatives;
- May serve as a first level supervisor over fee collection personnel.

#### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year experience as a fee collection supervisor at a public landfill at a level equivalent to the City of San Diego's classification of Senior Disposal Site Representative. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.